

## Minutes

### Board of Delegates Meeting

Wednesday, January 22, 2020

#### ***Delegates and Alternate Delegates Attending:***

Wilma Laney, Town of Aberdeen

Brett Gantt, Town of Apex

Mark Wilson, Town of Archer Lodge

Thomas Beal, Town of Broadway

David Seiberling, Town of Cameron

Jim Crawford, Chatham County

DeDreana Freeman, City of Durham

James Hill, Durham County

Larry Smith, Town of Fuquay-Varina

Ken Marshburn, Town of Garner

Kathleen Ferguson, Town of Hillsborough

Shaun McGrath, Town of Holly Springs

Jessica Day, Town of Knightdale

Amy Dalrymple, Lee County

Satish Garimella, Town of Morrisville

Sally Greene, Orange County

Kevin Drum, Village of Pinehurst

Pamela Baldwin, Town of Pittsboro

Donald Rains, Town of Princeton

Michelle Medley, Town of Rolesville

Rebecca Wyhof Salmon, City of Sanford

Byron McAlister, Town of Selma

Cheryl Oliver, Town of Selma

Andy Moore, Town of Smithfield

Bridget Wall-Lennon, Town of Wake Forest

David McGowan, Town of Wilson's Mills

Larry Loucks, Town of Zebulon

#### ***Delegates Absent:***

Jerry Medlin, Town of Benson

Jennifer Robinson, Town of Cary

Michael Parker, Town of Chapel Hill

Jason Thompson, Town of Clayton

Tim Cunnup, Town of Goldston

Butch Lawter, Johnston County

Trinity Henderson, Town of Kenly

Jay Langston, Town of Micro

Corey Branch, City of Raleigh

Lonnie English, Town of Robbins

Bill Haiges, Town of Siler City

Carol Haney, Town of Southern Pines

Sig Hutchinson, Wake County

Jon Lutz, Town of Wendell

#### ***TJCOG staff attending:***

Lee Worsley, Executive Director

Hallie Allen, Office Assistant

Aisha Bell, Office Assistant

Renée Boyette, Administration & Member Services Director

Maya Cough-Schulze, Planner

Andrea Eilers, Energy & Environment Program Manager

Jenny Halsey, HR Officer/Local Government Consultant

Jenisha Henneghan, Area Agency on Aging Asst. Director

Maurice Jackson, Finance Specialist

Alana Keegan, Engagement Specialist

Caitlin Rose, Planner

Mary Warren, Area Agency on Aging Director

Judy Weller, Finance Director

Lindsay Whitson, Senior Planner

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#### ***Call to Order, Welcome & Declaration of Quorum***

Chair Crawford called the meeting to order at 6:00 PM and declared that there was a quorum.

### ***Approval of Agenda***

Chair Crawford presented the agenda for the January 22, 2020 Board of Delegates meeting and ask for a motion to approve. *Ms. Ferguson made a motion to approve the agenda as presented. Ms. Oliver seconded the motion; the motion was passed unanimously.*

### ***Recognitions and Presentations***

- **Introduction of Lindsay Whitson**

Chair Crawford asked TJCOG Executive Director Lee Worsley to introduce Lindsay Whitson, a new Senior Planner working on TJCOG's community and economic development work. Ms. Whitson will be overseeing the creation of a new Comprehensive Economic Development Strategy (CEDS) for the region, an important guiding document for TJCOG's efforts and our engagement with agencies like the federal Economic Development Administration. Previously, Ms. Whitson worked for a regional council and a local government in Iowa.

- **Introduction of Aisha Bell and Hallie Allen**

Chair Crawford asked Administration and Member Services Director Renée Boyette to introduce the new Office Assistants, Aisha Bell and Halie Allen, who are both current graduate school students in the region. Ms. Bell is in her last semester of grad school and will receive her Master of Public Administration from NC Central University. In addition to general office duties, Aisha will provide support to the Triangle J Regional Corporation (our 501(c)(3)), serve as a liaison with our IT provider, and provide general program support. Ms. Allen is currently in her last semester of the Master of Public Administration program at UNC-Chapel Hill. In addition to general office duties, Hallie will provide support to the TJCOG Board of Delegates and Executive Committee, serve as a liaison with our IT provider, and provide general program support.

- **Introduction of Caitlin Rose**

Chair Crawford asked Energy & Environment Program Manager Andrea Eilers to introduce new Planner Caitlin Rose. Ms. Eilers welcomed Caitlin, explaining that she would be working on the Triangle Clean Cities Coalition and Safe Routes to School programs. Prior to joining the COG, Ms. Rose was an Environmental Specialist with NC DEQ's State Energy Office, where she worked on developing the NC Clean Energy Plan and NC Greenhouse Gas Inventory. Caitlin holds a BSPH in Environmental Health Science and a MS in Environmental Science and Engineering, both from UNC's Gilling's School of Global Public Health. Her graduate research focused on atmospheric processes relevant for regional air quality in the Southeast US.

- **Introduction of Jenisha Henneghan**

Chair Crawford asked Area Agency on Aging Director Mary Warren to introduce Jenisha Henneghan, who was recently promoted to Area Agency on Aging Assistant Director. Ms. Henneghan came to the Area Agency on Aging as a student during her studies at Florida A&M and remained on after graduation, first as a temporary employee, and then as an Aging Specialist. As a certified Options Counselor, she helped implement the Veteran Directed Services program and counseled individuals seeking to transition from the skilled nursing care environment back to community living. More recently, she assumed leadership and

coordination of several community-based coalitions and currently serves as the Regional Coordinator and Wake County Coordinator for a grant from the Seniors Health Insurance and Information Program. As Assistant Director, she will continue to work in these program areas, as well as helping to support the overall work of the Area Agency on Aging.

- **Introduction of Maurice Jackson**

Chair Crawford asked Finance Director Judy Weller to introduce the new Finance Specialist, Maurice Jackson. Ms. Weller welcomed Mr. Jackson to the team, explaining that he will be responsible for processing accounts payables, accounts receivables, aid in audit and budget process and other financial functions. Mr. Jackson previously worked in the hotel industry as well as the Durham County Sheriff's Office. His expertise will be a great fit for our organization and the TJCOG team is excited to welcome him aboard.

- **Presentation of the Audit**

Chair Crawford asked Mr. Worsley to provide an overview and introduction of the audit presentation to be provided by Cherry Bekaert. Mr. Worsley thanked Ms. Weller and the staff for helping make the audit process as clean and easy as possible and welcomed April Adams, a partner with Cherry Bekaert accounting firm, to the meeting. Ms. Adams explained that the audit is a risk-based audit that focuses on areas believed to be the most risk for the organization. Required items that must be communicated to the board include significant changes in policy, filing changes or journal entries identified in the audit. Ms. Adams said all areas were found to be clean and in compliance. Regarding internal controls, there were no significant deficiencies or weaknesses found. The single audits were performed on the two largest project funds, both federal and state funding; both were found to be clean. Ms. Adams explained the audit also examines internal controls to identify significant transaction cycles, test internal controls, obtain a data dump, and examine IT infrastructure.

Ms. Adams explained the Board should be aware of several financial findings: less revenue, less expenditure, and additional amounts added to the fund balance. The goal is to have two-month's general-fund-expenditure in the fund balance account; the organization is complying with this policy.

*Mr. Wilson made a motion to approve the audit as presented. Ms. Wall-Lennon seconded the motion; the motion was passed unanimously.*

### **Consent Agenda**

- Approval of Board of Delegates minutes – November 20, 2019
- Budget Amendment

Chair Crawford presented the Consent Agenda for the January 22, 2020 Board of Delegates meeting for review and consideration. *Ms. Baldwin made a motion to approve the consent agenda as presented. Mr. Rains seconded the motion; the motion passed unanimously.*

## ***Business***

- **2020 Census**

Chair Crawford asked TCOG Engagement Specialist Alana Keegan to provide a brief overview of the 2020 Census presentations and importance of the conversation. Ms. Keegan introduced representatives from Wake and Chatham counties, and the North Carolina Census Office.

Bob Coats, the Governor's Census Liaison from the North Carolina State Data Center, provided a general overview on the Census activities. He explained that North Carolina is the ninth largest state and the fourth in terms of growth. It is important to note the growth is not equal, with a large portion in the metro parts of the state. As the 2020 Census looms near, it is important for elected officials to be aware of their role in the local effort. It is in the region's hands to determine how much of the state is represented through the count to ensure the right amount of funding and the right amount of representation at the federal level. Tax dollars that have already been paid will now be delegated based on the census count for the next ten years. If people are not counted, the money does not come back, it will simply be sent to another state. It is also important to have an accurate count to ensure accuracy as many organizations, financial institutions, and data analysis leverage this information. Ms. Wall-Lennon asked what the deadline is to complete the Census questionnaire? Mr. Coats explained that all final follow-up for responses will end by mid fall. In addition to individual responses, there will also be efforts to conduct group quarters counts for long-term residency situations such as college dorms, military, service-based (homeless), etc. For individuals who do not have internet access, they are encouraged to use libraries to access the survey. Mr. Coats emphasized that communities should consider offering additional places that individuals can access the internet and should create a schedule NOW for when they would like to have census bureau helpers available.

Mr. Rains asked how noise being added to the data to protect identities would affect quality for analysis. Mr. Coats said the state is still working to provide feedback on this process and its impact, but it appears to be a final decision by the Census Bureau to protect privacy.

Courtney Cooper-Lewter, an analyst in the Chatham County Manager's Office, shared details about the Chatham County Complete Counts process, the organizations engaged for the process, how they have been spreading the word, and how the county team is conducting census promotion. The committee created their own logo to spread awareness and to include in many prominent county leaders' email signatures. She explained the biggest lesson learned was to make participation more fun and find creative ways to engage residents.

Sharon Peterson, a long-range planning administrator with Wake County, discussed the county effort, highlighting the \$20+ million yearly funds that are predicated on an accurate count.

- **FTZ Update: Trans-Pacific Suppliers Alliance, Inc. Application for a Foreign Trade Zone Usage Driven Site**

Chair Crawford asked TCOG Administration and Member Services Director Renée Boyette to discuss this item. Ms. Boyette explained that Trans-Pacific Suppliers Alliance, Inc. is planning to

establish their first FTZ site in the region's Foreign Trade Zone service area. The company plans to build a new facility in Knightdale that will serve as a distribution center; estimated completion is April 1<sup>st</sup>. Trans-Pacific aims to establish a usage-driven site that will allow them to perform warehousing, packaging, and importation activities at their facility, with a large amount of product being exported to their Latin American market. The company plans to add 25-30 jobs in the region, with an average pay of \$15-\$18 an hour. Additional positions are planned for 2020-2021.

The application for Trans-Pacific Suppliers Alliance, Inc site is ready for submission to U.S Department of Commerce, only needing support from the Board of Delegates to complete the document. *Ms. Freeman made a motion to support Trans-Pacific Suppliers Alliance's application for a Foreign Trade Zone Usage Driven Site. Ms. Ferguson seconded the motion; the motion passed unanimously.*

- **Legislative Update**

Chair Crawford asked Mr. Worsley to provide a brief overview on the TJCOG Legislative Committee. Mr. Worsley explained that while TJCOG does not create their own legislative agenda, they do support the legislative goals created by the NC Association of Regional Councils and The Forum. A committee comprised of staff and elected officials from the TJCOG region work together through-out the Spring to plan legislative activities and encourage communication with state representatives on the importance of regionalism. This work will begin soon, as the legislature will begin the Short Session in May 2020. Mr. Worsley asked that any delegate interested in participating in the committee reach out to him directly.

- **EPA Stormwater Grant**

Chair Crawford asked TJCOG Energy and Environment Program Manager Andrea Eilers to present on the TJCOG application to the U.S Environmental Protection Agency's Stormwater Grant. Ms. Eilers explained that her presentation was to encourage participation from communities and make all aware of the work proposed, as well as future work that could be done by TJCOG. The submitted grant application proposed to conduct stormwater asset mapping and assessment work in three counties (Johnston, Chatham, and Moore). The investment would serve smaller, more rural, lower-wealth communities that are located within these counties, as identified through a priority ranking system that focuses on population, economic indicators, and proximity to Opportunity Zones. TJCOG's proposal aims to address economic impacts of stormwater and flooding from Hurricanes Florence and Michael by mapping municipal stormwater infrastructure and recording assessment information along 200 road miles throughout the region.

- **Forum Update**

Chair Crawford asked Mr. Rains, the TJCOG representative to The Forum, to provide an update from the most recent meeting. Mr. Rains explained the Forum met recently in Winston-Salem to discuss workforce development, workforce training coordination, and resources to connect workforce efforts across communities. The group also received a presentation from

MyFutureNC. Additionally, Mr. Rains congratulated Mr. Worsley on his new role as President of the state association's COG Director's Board.

- **Chair's Report**

None

- **Executive Director's Report**

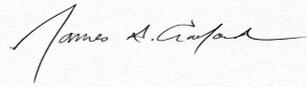
Mr. Worsley thanked the board for their support during 2019 and reminded everyone that the Executive Director's Report was printed and available at each seat for review.

Chair Crawford asked for a motion to adjourn. *Mr. Seiberling made the motion. Ms. Wyhof Salmon seconded the motion; the motion passed uanimously. The meeting adjourned at 8:07 pm.*



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Alana Keegan, Recording Officer



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James G. Crawford, Chair